

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division
St. Joseph, MI

Intake Manager – Full-time, Non-Union position available in Berrien County, Michigan
Salary range: \$56,036 - \$75,094

General Summary: Serves as an at-will employee appointed by the Presiding Judge of Family Division, and under the direct supervision of the Family Division Administrator, the Intake Manager is responsible for the overall supervision of the Intake Division and its attached units. This includes processing of all Petitions assigned to the Intake Referees, supervising and monitoring all informal and formal delinquency cases, neglect/abuse cases, all custody, release and placement decisions, developing programs and providing services to youth and their families, and making referrals to necessary and appropriate services. Duties are carried out in accordance with the Court's statutory purpose, policies and procedures in accordance with Berrien County's policies and procedures.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

A Master's Degree in Social Work, Social Sciences, Business or Public Administration, education, criminal justice or law degree and a minimum of 3 years previous experience as an administrator and/or supervisor, preferably in a Family Division/Juvenile Court or equivalent, law office administration, or in a public or private agency of comparable size;

OR

A Bachelor's Degree in the areas listed above and 5 years of supervisory experience in the Family Division /Juvenile Court or equivalent, law office administration, or in a public or private agency of comparable size.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Juvenile Court Intake Division Policies and Procedures highly desirable; Courtroom procedures; the Juvenile Justice System, agencies within the State of Michigan and/or Berrien County serving young people and their families. Knowledge and proficiency in computer programs and applications in justice systems; and the ability to maintain records and reports, budgets, and communicate clearly both orally and in writing; provide in-service training for Intake staff and other staff in the Family Division.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer

Notes: Candidates for this position must submit to fingerprints and are subject to a criminal record check, character, reputation, mental health and moral character screening and Central Registry clearance before employment. Employees must possess a valid Vehicle Operator's License, pass a pre-employment physical, and are required to submit to random alcohol and drug screening tests as a condition of employment. Appropriate speech and dress, as well as a high level of personal professional conduct for work in a Court setting are required. Regular, reliable and predictable attendance is required. Works weekend, holidays, evenings, or flexible hours as assigned in the fulfillment of the duties of Director.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is services by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE
FOLLOWING:**

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION
BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer